

# COUNTY GOVERNMENT OF TAITA TAVETA

## OFFICE OF THE GOVERNOR

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P.O. Box 1066-80304  
WUNDANYI

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### VACANCIES ANNOUNCEMENT

#### (i) OFFICE OF THE GOVERNOR

#### 1. COUNTY EXECUTIVE COMMITTEE MEMBER (10POSTS)

Pursuant to the Constitution of Kenya 2010 and the provisions of sections 35 and 36 of the County Government Act 2012, the Governor, County Government of Taita Taveta hereby invites applications from qualified citizens to fill the vacancies in the following departments as County Executive Committee Member:

1. Public Service and Administration
2. Finance and Economic Planning
3. Health Services
4. Education and Libraries
5. Trade, Tourism and Cooperative Development
6. Youth, Gender, Sports Culture and Social Services
7. Agriculture, Livestock and Fisheries
8. Water and Irrigation
9. Land, Environment and Natural Resources
10. Public Works, Housing and Infrastructure

#### **Duties and Responsibilities**

- Prepare proposed policies and legislations for consideration by the County Assembly
- Implement County legislations
- Implement within the County, national legislation to the extent that the legislation so requires
- Manage and coordinate the functions of the County administration and its departments
- Provide the County Assembly with the full and regular reports on matters relating to the County
- To supervise the administration and delivery of services in the respective departments of the County Government and all decentralized units and agencies in the County
- May advise the Governor on matters within his/her area of jurisdiction

#### **Requirements for Appointment**

For appointment to the position one should;

- Be a Kenyan citizen
- Satisfy the requirements of chapter six of the Constitution

- Should not hold any other state or public office
- Be in possession of at least a Bachelor's degree from a university recognized in Kenya. Master's degree in the relevant field will be an added advantage
- Have knowledge, experience and distinguished career of not less than five (5) years in the field relevant to portfolio of the department to which the person is seeking to be considered
- Be committed to be part of the team that will enable the County Government achieve her vision
- Be conversant with the Constitution of Kenya and all the devolution laws
- Demonstrate understanding and commitment to the values and principles as outlined in articles 10 and 232 of the Constitution of Kenya
- Be a visionary and strategic thinker, proactive and results oriented
- Have capacity to work under pressure to meet strict deadlines
- Have ability to work in a multi – ethnic and multi – cultural environment with sensitivity and respect for diversity.
- Understand the diversity, challenges and opportunities within the County

Those who are currently working with county government and are interested are encouraged to apply. Canvassing will lead to automatic disqualification. The County Government is an equal opportunity employer. Youth with 5 years of working experience, women and persons living with disabilities are encouraged to apply

**Terms of service: Contract**

**Salary: As prescribed by Salaries and Remuneration Commission (SRC)**

Note: Applicants are required to obtain the following documents from the relevant institutions to meet requirements of chapter six of the Constitution of Kenya

- Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- Clearance Certificate from Higher Education Loans Board (HELB)
- Clearance Certificate from Ethics and Anti – Corruption Commission (EACC)
- Certificate of Good Conduct from Criminal Investigation Department (CID)
- Credit Reference Bureau clearance

Copies of the clearance certificates **must** be attached to the applications.

**HOW TO APPLY**

Applicants should submit their applications together with copies of their detailed curriculum vitae, Academic and Professional certificates, testimonials and references, National Identity Card or Passport and clearance certificates indicating the position applied for on top of the envelop and addressed to:

**Office of the County Secretary  
County Government of Taita Taveta  
P.O. Box 1066 – 80304  
WUNDANYI**

Hand delivered applications can be submitted at the office of the County Secretary located at former DANIDA building, County headquarters Wundanyi.

Soft Copy Applications and Documents can be submitted via the email [cecrecruitment@taitataveta.go.ke](mailto:cecrecruitment@taitataveta.go.ke)

Applications should reach the above mentioned office on or before **20<sup>th</sup> September, 2017**

## **((ii) COUNTY PUBLIC SERVICE BOARD (CPSB))**

The Taita Taveta County Government wishes to recruit competent and qualified persons to fill the following vacant positions as per the Constitution of Kenya 2010 and Sections 44 and 45 of the County Government Act No. 17 of 2012.

### **1. COUNTY SECRETARY JOB GROUP T (1 POSITION)**

#### **Duties and Responsibilities**

- Be the secretary to the county executive committee
- Be the Head of Public Service
- Be responsible for arranging the business, and keeping the minutes, of the county executive committee subject to the directions of the county executive committee.
- Convey the decisions of the county executive committee to the appropriate persons or authorities
- Ensure efficient management of resources
- Coordination of County Government activities
- Interpret ,disseminate and oversee the implementation of National and County Government policies
- Provide direction and guidance to public officers in the County.
- Perform any other functions as directed by the County Executive Committee.

#### **Qualifications**

- Be a Kenyan citizen
- At least a Bachelor degree in social sciences from a recognized university.
- Master's degree in either strategic management, public Administration or Human Resource Management will be an added advantage.
- Served in the Public Service for a period three years in JG S or not less than 10 years at managerial/ senior level in large organization
- Be conversant with government policies and regulation, and devolution laws
- Must have attended a course in Strategic Leadership course
- Conversant with Government processes, protocol and etiquette
- Excellent interpersonal, communication and writing skills
- Demonstrate a thorough understanding of County development objectives and plans of Vision 2030
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya 2010
- Have capacity to work under pressure to meet strict deadlines
- Have ability to work in a multi – ethnic and multi – cultural environment with sensitivity and respect for diversity.
- Satisfy the requirements of Chapter Six of the Constitution
- Computer literate

**Terms of service: 6 Years Contract**

**Salary: As prescribed by Salaries and Remuneration Commission (SRC)**

## **2. COUNTY CHIEF OFFICER Job Group ‘S’ - (14 POSTS)**

**Terms of service: Contract**

**Salary: As prescribed by Salaries and Remuneration Commission (SRC)**

The Fourteen posts will be one for each of the following portfolios:-

1. Public Service and Administration
2. Finance and Economic Planning
3. Health Services
4. Education and Libraries
5. Trade, Tourism and Cooperative Development
6. Youth, Gender, Sports, Culture and Social Services
7. Agriculture
8. Livestock and Fisheries
9. Water and Irrigation
10. Land, Environment and Natural Resources
11. Public Works, Housing and Infrastructure
12. Mining, Industrialization and ICT
13. Service Delivery Unit – Office of the Governor
14. Special Programmes – Office of the Deputy Governor

### **a) Requirements for appointment**

- Be a Kenyan Citizen;
- Satisfy the requirements of Chapter Six of the Constitution
- Be a holder of at least a Bachelor’s degree from a University recognized in Kenya; A master’s degree in the relevant field applied for will be an added advantage
- Demonstrate a thorough understanding of County development objectives and plans of Vision 2030
- Served in the Public Service for a period three years in JG R or not less than 10 years at managerial/ senior level in a large organization
- Have knowledge, experience and a distinguished career in the specific area;
- Be a strategic thinker, proactive and results oriented
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya 2010
- Proof of registration with the relevant professional body will be an added advantage
- Have capacity to work under pressure to meet strict deadlines
- Have ability to work in a multi – ethnic and multi – cultural environment with sensitivity and respect for diversity.

### **b) Duties and Responsibilities**

The Chief Officer shall be the authorized officer in respect of exercise of delegated powers and shall be responsible to the **RESPECTIVE** County Executive Member for:-

- The day to day administration of the County department as provided under section 46
- Providing strategic policy direction for effective service delivery within the department
- Implementation of policies and development plans and programs within the department
- Development and implementation of Strategic Plans and sector development goals including performance management
- Formulation and implementation of effective programmes to attain Vision 2030 and sector goals

- Promote National values and principles of governance and values and principles of the county public service.

Note: Applicants are required to obtain the following documents from the relevant institutions to meet requirements of chapter six of the Constitution of Kenya

- Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- Clearance Certificate from Higher Education Loans Board (HELB)
- Clearance Certificate from Ethics and Anti – Corruption Commission (EACC)
- Certificate of Good Conduct from Criminal Investigation Department (CID)
- Credit Reference Bureau clearance (CRB)

Copies of the clearance certificates **must** be attached to the applications.

Those who are currently working with county government and are interested are encouraged to apply. Canvassing will lead to automatic disqualification. The County Government is an equal opportunity employer. Youth with 5 years of working experience, women and persons living with disabilities are encouraged to apply.

#### **HOW TO APPLY**

All applications together with copies of detailed curriculum vitae, Academic and Professional certificates, testimonials and references, National Identity Card or Passport and clearance certificates should be submitted in a sealed envelope clearly marked on the left side the position you are applying and addressed to:

**The Secretary,  
County Public Service Board,  
Private Bag,  
Voi.**

Soft Copy Applications and Documents can be submitted via the email as indicated below:  
[cecrecruitment@taitataveta.go.ke](mailto:cecrecruitment@taitataveta.go.ke) – For CECs and County Secretary  
[ccorecruitment@taitataveta.go.ke](mailto:ccorecruitment@taitataveta.go.ke) - For CCOs

#### **Important information to all Candidates**

- The applications should reach the County Secretary on or before **20<sup>th</sup> September, 2017**
- Only shortlisted candidates will be contacted
- Shortlisted candidates shall be required to produce their Originals of National Identity Cards, Certificates and Testimonials during interview.